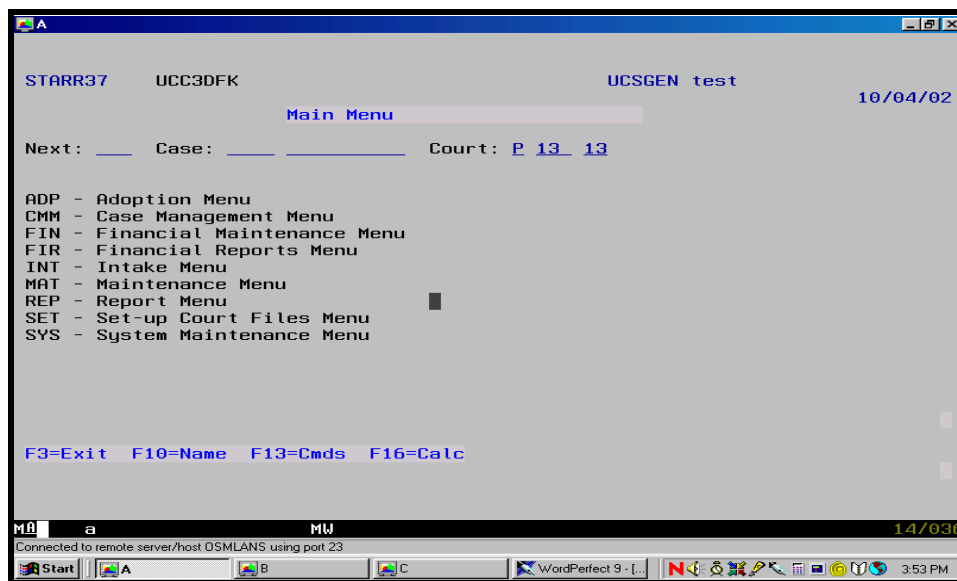


Main Menu

The Main Menu is used to select one of the seven menus in the Trial Court System (TCS). A menu can be accessed by entering the three letter code in the “Next” field hop line. Each menu will contain further options of screens or reports available to assist courts with the maintenance and processing of case information. For a list of available codes press <F4> prompt.



Field Definitions

Next: Transaction line (sometimes referred to as HOP) - Gives direct access to menus or “Work with” screens when a hop code is inserted. When the <Enter> key is pressed the cursor will position to the hop line or if a valid hop code is inserted the requested screen will be displayed.

Case: Case year and number can be inserted to position to a case when accessing a “Work with” screen or will give direct access to case events, parties, etc.

Court: Identifies the court, will default to the primary court of the user.

Case Management Menu

The majority of data input will be conducted through the topics found under the Case Management Menu (CMM at the hop line).

```
MITTSJ37  UCC3DFK                                UCSGEN Environment                                TEST
                                                Case Management Menu                                5/25/05
Next: ____ Case: ____ Court: P 13 13

AEV - Add Events for Cases                        ATY - Attorneys
BND - Bonds By Case                              CAL - Professional Calendar
CAS - Work with Cases                            CCL - Central Calendar-Cross App
CHG - Case Charges                              COD - Case to Case Relations
CSI - Case Initiation                           CWR - Case Warrants
EJD - MSP Entry of Judgment-EJUD                 EVT - Case Events
IAC - Inactive Case Add                          JUV - Juvenile Name Inquiry
NAM - Name Index                                NXT - Case Next Actions
PAN - Professionals, Atty - Name                  PRF - Professionals
PRT - Register of Action Print                    PTY - Case Parties
ROA - Register of Actions

F3=Exit  F10=Name  F13=Cmnds  F16=Calc
```



Remember <F4> on any field will return a list codes and/or descriptions/options for the selected field.

Edit Event Overview

Field Descriptions

MITTSJ37 UCIXE1K UCSGEN Environment TEST
Edit Event 5/25/05

Crt: P 13 13 Jurist: HARTER Bond: Auth: OPEN
Case: 2002 0000000605 DE SAMUAL SMITH
Atty: Worker:
File: 10/07/2002 Dispose: Reopen: Close:

Evt: ___ Dte: 10/07/2002 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: ___ Cnt: ___ Attny: ___ Jur: ___ Due Dte: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F19=PCN F20=Bonds

- Evt:** Code that pertains to the document or action that is being processed on the case.
- Dte:** Date of action/document, defaults to current date
- Plea:** Defendant/Juvenile's plea to charges
- Dsp:** Disposition of a party for civil/probate, disposition of a charge for criminal/juvenile
- Pgm/Rslt:** Code indicating a program recommended by the court, the result of a court hearing or party action, used for bring information into generated forms and/or for specific caseload and report information.
- Monetary:** Enter "Y" to add financial orders to a party
- Pty:** Identifies the party pertaining to the event. This field may require a value depending on event code selected.
- Cnt:** The count number relating to an offense/charge. Required when the plea and/or disposition fields are used for a criminal/juvenile case type.
- Atty:** Attorney P-number, the court may enter the attorney's P number in reference to a hearing or document that is filed.
- Jurist:** Jurist's P-number may be entered pertaining to a particular event or action. When left blank will default to Jurist of record.

Event overview continued

STARR37 UCIXE1K UCSGEN test 10/14/02
 Edit Event
 Crt: P 13 13
 Case: 2002 0000000607 DA ELIZABETH CAUKINS Adjudicat
 Attorneys:
 SUPINA Filed: 1/09/2002 Disposed: 2/09/2002 Reopened:
 Evt: NCA Dte: 10/09/2002 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
 Pty: PR 1 Cnt: ___ Attny: ___ Jur: J 21169 Due Dte: 2/10/2003
 Cmt: ___
 Form: ___ Register: ___ Receipt: ___ Amount: ___

Schedule Next Action:
 Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
 Cmt: ___

F3=Exit F10=Name F13=Cmts F14=More Comments F16=Calc F20=Bonds

Due Date: Used to calculate the date certain documents/filings are required to be filed for a party and plays an important role the Probate Court Reports. The field must always be related to a specific party.

Due date specifies the Qualification/Anniversary date of the Fid + the year the document is/was currently due. A Notice of Continued Administration is due every year on the qualification date of the fiduciary, if the estate proceedings are to continue.

Accounts, Annual Reports, Guardian Reviews and Notice of Continued Administration all require the due date of the document that is filed.

Cmt: Add comments referring to a document or action (event), <F14> gets 999 additional lines for comments.

Form: SCAO Form number to be generated with the event

Register: Printer (register) from which a transaction was receipted creating the event

Receipt: Receipt number

Amount: Amount of a receipted transaction or amount of a probate inventory.

Event overview continued

STARR37 UCIXE1K Edit Event UCSGEN test 10/14/02

Crt: P 13 13
Case: 2002 0000000605 DE SAMUAL SMITH
Attorneys: BAAL
HARTER Filed: 10/07/2002 Disposed: Reopened:

Evt: NOH Dte: 10/14/2002 Plea: Dsp: Pgm/Rslt: Monetary:
Pty: Cnt: Attny: Jur: J 24309 Due Dte:
Cmt:
Form: Register: Receipt: Amount:

Schedule Next Action:
Next: HRG Date: 11/14/2002 Time: 900 A Jur: J 24309 HARTER Ctrm:
Cmt: All parties are to attend

F3=Exit F10=Name F13=Cmts F14=More Comments F16=Calc F20=Bonds
Additional information required for Next Action

Schedule Next Action on an event will simultaneously update the jurist's calendar.

Next:	Next action code identifies the type of hearing that is being scheduled.
Date:	Date of hearing
Time:	Time of hearing
Jurist:	Jurist's P-number hearing the action, will default to Jurist of record if blank
Ctrm:	Jurist's courtroom, will default to Jurist's courtroom if blank
Comments:	Additional comments regarding the hearing, will update calendar entry (optional)

